

Writing Guide for 1st & 2nd Bachillerato



I.E.S La Malladeta

Yolanda Giménez Ballesteros / Curso 2010-2011

CONSEJOS DE CARÁCTER GENERAL

- Escribe con letra clara y legible. Lo que para ti es obvio y crees que se te entiende puede no serlo para quien luego corrige el ejercicio. No amontones las letras, ni los renglones escritos.
- Separa por párrafos las diferentes ideas, si se trata de una redacción.
- No hagas tachones llamativos (ej.:). Si tienes que tachar algo traza una línea y ponlo luego entre paréntesis (ej.: esto está tachado).
- Una redacción llena de tachones indica varias cosas de quien lo ha realizado:
 - ❖ inseguridad.
 - ❖ mala organización mental.
 - ❖ mal método de trabajo.
 - ❖ poca limpieza.
- Antes de escribir, piensa. No sigas el orden inverso: primero escribes, luego piensas, te das cuenta del error, tachas y vuelves a escribir. Organízate mentalmente.
- Utiliza los signos de puntuación adecuados. No abuses de las comas. Conoces los signos de puntuación; utilízalos: . , ; " ' ? ! — (Apéndice 5)
-

CONSEJOS PARA ESCRIBIR BIEN EN INGLÉS

Llegar a escribir bien en inglés es tan difícil como llegar a pensar en inglés. Pero **difícil** no quiere decir **imposible**. Aquí tienes unos consejos para conseguirlo.

1) Lee mucho en inglés

Escribir bien en inglés requiere olvidarse de las estructuras del español que son las que vienen a la mente cuando nos sentamos delante de un papel en blanco con un bolígrafo. Por tanto, el primer requisito para escribir bien en inglés es leer. Sólo leyendo mucho inglés con un diccionario al lado, podrás ir sustituyendo en tu cabeza la sintaxis española por la inglesa. Un buen hábito es leer libros que están en ambos idiomas y comparar las traducciones. Empieza siempre por textos sencillos, sino te desmotivarás.

- Página web con textos en diferentes niveles:
<http://www.englishclub.com/reading/classic-reading.htm> ¡Muy recomendada!
- Un test para comprobar tu nivel de comprensión:
<http://www.englishclub.com/reading/test.htm>

2) Construye oraciones sencillas

Por mi experiencia como profesora de inglés he notado que muchos estudiantes cometen el error de pensar en español estructuras muy complejas que luego intentan pasar al inglés sin conseguirlo. Por ello, recomiendo que expongas tus ideas de la forma más sencilla posible siempre con la siguiente estructura:

Sujeto + verbo + objeto

- ❖ **Ejemplo 1:** We (sujeto) went (verbo) for a walk on Wednesday (complemento). Nota: Fíjate bien en la estructura: “El miércoles fuimos a dar un paseo.” “Dar un paseo”: “to go for a walk”. “On Wednesday” “el miércoles”.
- ❖ **Ejemplo 2:** This book (sujeto) gives (verbo) practical information about grammar (complemento). Este libro da información práctica sobre gramática.
- ❖ **Ejemplo 3:** Nobody (sujeto) knew (verbo) them (complemento). Nadie los conocía.

3) Fíjate bien que tipo de redacción tienes que escribir y adapta el vocabulario.

- ❖ A ‘**for** and **against**’ essay. (Opiniones a favor y en contra/ventajas y desventajas)
- ❖ An **opinion** essay. (Opinión personal sobre un tema para convencer al lector de que nuestro punto de vista es el mejor)
- ❖ A **narrative** essay. (Contar una historia)
- ❖ A **summary**. (Resumir un texto)
- ❖ A **formal letter**. (Útil para pedir información, para hacer una solicitud para un curso o trabajo, para quejarte de algo...)
- ❖ A **curriculum vitae**.
- ❖ A description of a place.

Piensa que toda la fuerza comunicadora de un texto proviene del buen uso de las palabras en el contexto correcto.

Mi consejo: Utiliza cómo guía ejemplos e intenta imitarlos.

😊 Tienes ejemplos de cada una de estas redacciones en tu libro.(p.130-139)

4) Imita, no inventes

Inventar frases en inglés es generalmente muy arriesgado por la alta probabilidad de que salga contaminada de español, por tanto, una buena idea es intentar copiar las estructuras inglesas para preparar tus propios escritos. **¡Ojo! no hablo de plagiar, sino de que te sirvan de modelo.**

5) Revisa la puntuación y la ortografía (spelling)

Una palabra mal escrita da siempre una mala impresión al que lee la redacción, por ello, asegurate de que no cometes faltas. Ya sabes que el inglés es particularmente difícil en este punto. Muchas palabras se escriben de manera diferente según sea inglés británico o americano.

Hay varias diferencias entre el español y el inglés. Te enumero algunas:

- ❖ Uso de **mayúsculas**: Los idiomas y días de la semana se escriben con mayúsculas. (En español no). Por ejemplo: Escribimos.: I speak English. (Yo hablo inglés.) I saw him on Thursday. (Le vi el jueves.).
- ❖ **Signos de exclamación**: En inglés usamos sólo uno al final de la oración (? , !) y en español dos, uno al principio y otro al final de la oración.
- ❖ En inglés cuando empezamos una carta ponemos por ejemplo: Dear friend, (seguido de una coma). En español utilizamos dos puntos.

6) Revisa el texto

Una vez que hayas acabado de escribir, vuelve a leerlo varias veces para comprobar que hay el menor número de errores.

CONECTORES

- Dado que el apartado de **writing** (redacción) es donde más incide la calificación de la prueba de inglés, se incluye aquí una serie de conectores o frases hechas recomendadas para que los incluyas en tu escrito, dándole así una mayor calidad.
- Es probable que tengas que escribir tu opinión sobre algo, ventajas y desventajas, pros y contras; quizá tengas que contar una historia.
- Estos conectores causarán muy buena impresión a la/al que corrija y es seguro que te ayudará a mejorar tu calificación.

Los conectores (**links or connectors**) se usan para unir frases y tienen diferentes funciones: añaden información, contrastan ideas, expresan causa y efecto, narran, expresan propósito,....

Hay que tener cuidado y procurar no empezar una frase utilizando las palabras:

and - but - so - because - then - until - such - as

Otros conectores se usan al principio de la frase después de un punto y normalmente van seguidos de coma:

Furthermore -- Nevertheless - Moreover - Therefore - However ...

Algunos conectores van seguidos de una oración (S + Verbo + Objeto)

while - why - because - although - so - whereas - when

Otros conectores van seguidos de una sintagma nominal (conector + (the) + Noun/ Gerund)

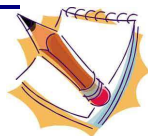
In spite of - despite - during - because of

Para terminar, échale un vistazo al esquema siguiente con los principales conectores.(pag. 4)

Luego habrá una descripción mas detallada con ejemplos. (pag. 5 -8)

Expressions used in writing:

Linking words



TO INTRODUCE:

- To begin with,
- At/in the beginning,
- At first sight,
- In the first place,
- As a matter of fact,
- To start with,
- First (of all),
- Firstly,



I suppose
I think
I believe
I would like to say
I guess



that...

ADDITION:

- resides,
- Furthermore,
- Moreover,
- In addition,
- What is more,
- as well as
- not only....but also
- no other point is that

GENERALIZING

- On the whole,
- In general,
- In most cases,
- Mostly,

AGREEING/ DISAGREEING

- I agree with / to
- I don't agree with / to
- I disagree with / to
- I'm in favour of

CONDITION:

- if / if not
- unless
- in case
- otherwise
- in case of
- as long as
- provided that
- in that case

TO CONCLUDE:

- To conclude,
- To sum up,
- In short,
- In all,
- In brief,
- In conclusion,



I feel
I understand
it is clear
I agree/disagree



that...



CONECTORES PARA EXPRESAR UNA OPINIÓN PERSONAL

Utilízalos para empezar un escrito, expresar una opinión personal y dar razones o argumentos.

First of all, (coma+S)	<i>en primer lugar</i> First of all , I don't agree with your opinion. <i>En primer lugar, no estoy de acuerdo con tu opinión.</i>
In my opinion, In my view, (coma+S)	<i>en mi opinión</i> In my opinion , listening to music is more entertaining than reading history. <i>En mi opinión, escuchar música es más entretenido que leer historia.</i>
Personally, (coma+S)	<i>personalmente</i> Personally , I think reading is more important. <i>Personalmente, creo que leer es más importante.</i>
As far as I am concerned, (coma+S)	<i>por lo que a mí respecta / por lo que yo sé</i> As far as I am concerned , Salamanca is one of the prettiest cities in Spain. <i>Por lo que a mí respecta, Salamanca es una de las ciudades más bonitas de España.</i>
From my point of view, (coma+S)	<i>bajo mi punto de vista</i> From my point of view , I don't think that's the best. <i>Bajo mi punto de vista, no creo que ése sea el mejor.</i>
To begin with, (coma+S)	<i>para empezar</i> To begin with , I'd say that... <i>Para empezar, yo diría que.</i>
First, Firstly, (coma+S)	<i>primeramente</i> First , I'd like to point out that... <i>Primeramente me gustaría señalar que</i>
Secondly (coma+S)	<i>en segundo lugar</i> Secondly , I'd like to add that... <i>En segundo lugar, me gustaría añadir que...</i>

CONECTORES PARA EXPRESAR RESULTADO, RAZÓN, CAUSA O PROPÓSITO

Usa este tipo de conectores a lo largo de todo el escrito para expresar razones o para unir frases con consecuencias.

Therefore, Thus, (coma+S)	<i>Por lo tanto</i> Dogs would never leave you; therefore , you should always love them. <i>Los perros nunca te dejarían; por lo tanto, deberías amarlos siempre.</i>
As a result, (coma+S)	<i>Por eso, por esta razón</i> Tina keeps her car in good condition. As a result , it always passes his annual road test.
As a result of (+SN)	<i>Como resultado de</i> As a result of the bad habit of smoking, more and more people are dying from lung cancer. <i>Como resultado del mal hábito de fumar, cada vez más gente está muriendo de cáncer de pulmón.</i>
Consequently, (coma+S)	<i>Por consiguiente, por eso</i> Consequently , I couldn't afford all the expenses. <i>Por consiguiente, no pude hacer frente a los gastos.</i>

For this reason, (coma+S) This means that..+ S)	<i>Por esa razón, por eso</i> For this reason , she shouldn't go to Benidorm. <i>Por esa razón, no debería ir a Benidorm.</i>
That's why.. (+ S)	<i>esto es por lo que, por esa razón</i> Indurain had extraordinary physical qualities and that's why he was so successful. <i>Indurain tenía unas cualidades físicas extraordinarias y por esa razón tuvo tanto éxito.</i>
Consequently	<i>consecuentemente, en consecuencia</i> Consequently , I couldn't afford all the expenses. <i>Consecuentemente, no pude hacer frente a los gastos.</i>
Because... As / Since... Seeing that.., (+ S)	<i>Como, Ya que, Dado que, Porque...</i> As it was raining, I didn't go out. <i>Como estaba lloviendo, no salí.</i>
Because of On account of Owing to... Due to.. (+SN)	<i>Por.../ Debido a.../ Porque...</i> Because of the weather, we stayed at home. We stayed at home because of the weather. <i>Nos quedamos en casa por el tiempo.</i>
So	<i>así que</i> She called me, so I looked at her and I saw the most beautiful face I'd ever seen before. <i>Me llamó, así que la miré y vi la cara más bella que nunca había visto antes.</i>
So...+ adjetivo + that... Such a ...+ adjetivo + sustantivo +that...	<i>tan... que...</i> It was so beautiful that... <i>Era tan bonito que...</i> It was such a beautiful view that... <i>Era un paisaje tan bonito que...</i>
in order to so as to to	(finalidad) <i>para + verbo</i> She uses her computer in order to/ so as to / to download her favourite films.
so as not to in order not to	<i>Para no</i> She is studying so as not to / in order not to fail
in order that... so that...	(finalidad) (+ oración con verbo modal) <i>para que + verbo</i> She uses her video camera in order that/ so that she can have a memory of her holidays

CONECTORES PARA EXPRESAR UNA OPINIÓN DISTINTA (CONTRASTING IDEAS)

Con estas expresiones puedes añadir más información a las opiniones anteriores o contrastar algunos de los argumentos antes aludidos. Con ellas, sugieres otros puntos de vista.

However, Nevertheless, Even so,	(coma+S) <i>sin embargo, aún así</i> However , I don't think I would like to live in the country. <i>Sin embargo, creo que no me gustaría vivir en el campo.</i>
Although/ Though/ Even though / In spite of the fact that	(+Oración) <i>aunque / a pesar de que ...</i> Although he was an excellent person, he was moody. <i>Aunque era una excelente persona, tenía mal carácter.</i>

While / Whereas (+Oración)	<i>Mientras que</i> This soap opera is very interesting, while/whereas that one is boring.
On the one hand... on the other hand... (coma+S)	<i>por una parte... por otra parte...</i> On the one hand , living in the country is cheaper and more relaxing but, on the other hand , there are some disadvantages. <i>Por una parte, vivir en el campo es más barato y más relajante pero, por otra parte, tiene algunas desventajas.</i>
On the contrary , (coma+S)	<i>por el contrario</i> On the contrary , I do think he deserved a better mark. <i>Por el contrario, sí creo que se mereció una nota más alta.</i>
Anyhow / Anyway, (coma+S)	<i>En todo caso/ de todas formas / de todos modos /sea lo que fuere/ de cualquier manera</i> Anyhow , he would not have been able to stay there. <i>De todas formas, él no habría podido quedarse allí.</i> Anyway , I'd rather live in Madrid. <i>De cualquier manera, preferiría vivir en Madrid.</i>
In spite of / Despite (SN / -ing)	<i>a pesar de</i> In spite of / Despite the noise and traffic, I like living in the City. <i>A pesar de todo el ruido y tráfico, me gusta vivir en la ciudad.</i> He arrive late in spite of / despite getting up late.
But / yet (+ SN / S / Adj)	<i>Pero, sin embargo</i> The book is short but / yet interesting

CONECTORES PARA AÑADIR INFORMACIÓN Y DAR EJEMPLOS

And	<i>y</i> Susan carne in 1994 and has lived here ever since. <i>Susan vino en 1994 y vive aquí desde entonces.</i>
Not only..., but also...	<i>no sólo..., sino también...</i> Not only are you funny, but you're also witty. <i>No sólo eres divertida, sino que además eres lista</i>
As if, As though (+S)	<i>como si</i> The house looked as if nobody lived there. <i>La casa parecía como si nadie estuviera viviendo allí.</i> It smells as though someone has been smoking here. <i>Huele como si alguien hubiera estado fumando aquí.</i>
Apart from / Except (for) (this/that) (+SN/ -ing)	<i>aparte de esto, aparte de aquello, además de, excepto ...</i> Apart from sport, my only other interest outside class is music. <i>Aparte del deporte, mi único interés fuera de las clases es la música.</i> He eats nothing except (for) bread and fish.
In addition, Besides, Moreover, Furthermore,	(coma+S) <i>además</i> In addition , there were meetings with the children's parents. <i>Además, hubo encuentros con los padres de los chicos.</i>
In addition to.. As well as...	<i>Además de...</i> In addition to classical music, she likes jazz. The city has several main roads as well as a ring road around it.

Also	<i>también</i> Comillas is also a beautiful town. <i>Comillas es también un pueblo bonito.</i>
For instance, For example, (1 o +) (comma+SN / S)	<i>por ejemplo</i> There are many good restaurants; for example , the one just around the corner. <i>Hay muchos buenos restaurantes; por ejemplo, el de la esquina.</i>
Such as (+SN) (+ than 1)	Singers such as Eminem and Rihanna are popular around the World.
In the same way (comma+S)	<i>de la misma forma</i> In the same way , we could eat first and then leave. <i>De la misma forma podríamos comer primero y marcharnos después</i>

EXPRESIONES QUE INDICAN TIEMPO (Útiles para narrar acontecimientos)

When	<i>cuando</i> I can't remember when I last wrote. <i>No puedo recordar cuándo fue la última vez que escribí.</i>
As	<i>cuando</i> As I left the house, I remembered the key. <i>Cuando salía de casa, me acordé de la llave.</i>
While	<i>mientras</i> While he was standing there, he saw two men enter the bar. <i>Mientras estaba allí, vio a dos hombres entrando en el bar.</i>
Meanwhile, In the meantime	<i>mientras tanto</i> Meanwhile, thousands of families were starving. <i>Mientras tanto, miles de familias morían de hambre.</i>
Previously	<i>previamente</i> He was previously the British consul in Spain. <i>Fue previamente cónsul británico en España.</i>
Since	<i>desde</i> Since last month, I haven't gone to the theatre. <i>Desde el mes pasado no voy al teatro.</i>
As soon as	<i>Tan pronto como</i>
Until then	hasta entonces
Before	antes
After	después
After that	después de...
Afterwards	después, más tarde, We had lunch and afterwards we went to the cinema. Comimos y después fuimos al cine. soon afterwards, poco después / straight afterwards, acto seguido
Later	y después
Then	entonces, después
Next	acto seguido, después...

APÉNDICE 1

CONNECTORS: SOME GRAMMAR NOTES

1. INTRODUCING CONTRASTING OR OPPOSING IDEAS

INTRODUCCIÓN AL MODO DE EXPRESAR CONTRASTE Y OPOSICIÓN DE IDEAS

Llamamos conectores a los términos que empleamos para señalar las relaciones entre ideas. A continuación verás algunos de los conectores más frecuentes.

- A. Los conectores **but** y **yet** tienen el mismo sentido, indican contraste y van seguidos de una oración nominal (le falta el verbo) o una oración completa.

The book is short **but/yet** interesting.

The story is short, **but/yet** it's interesting.

- B. Los conectores **In spite of / despite** tienen el mismo significado. Van seguidos de una oración nominal a menudo incluyendo un gerundio.

In spite of / despite the late hour, they went on with the meeting. (seguidos de nombre)

He arrived on time **despite / in spite of** getting up late. (seguidos de gerundio)

The weather was cold, but they went on the **trip in spite of** it / that. (seguidos de pronombre)

- C. Los conectores **although, though, even though** e **in spite of the fact that** tienen el mismo significado, "aunque". Van seguidos por una oración completa y pueden ir al principio o en medio de una frase.

Although / Though / Even though / In spite of the fact that the pupils had not studied as hard as they could, they all passed their exams. (seguidos de una oración completa)

Si el conector comienza la oración, se debe poner una coma para separar las dos ideas que queremos contrastar.

- D. Los conectores **however, nevertheless, even so, on the one hand, on the other hand** y **on the contrary** van seguidos en primer lugar por una coma y después por una oración completa.

She was quite ill. **However / Nevertheless / Even so**, she went to school. (Sin embargo ...)

On the one hand, the beach is fun. **On the other hand**, I don't like the sand.

(Por una parte ... por la otra ...)

'I thought you liked classical music "**On the contrary**, I hate it." (Al contrario ...)

- E. Los conectores **while** y **whereas** tienen el mismo significado y van seguidos por una oración completa.

This soap opera is very interesting, **while / whereas** that one is quite boring.

2. SHOWING REASON, CAUSE AND PURPOSE – MANERAS DE EXPRESAR RAZÓN, CAUSA Y PROPÓSITO

- A. Los conectores **because**, **as**, **since** y **seeing that** que vamos a ver seguidamente tienen todos el mismo significado y van seguidos de una oración completa.

Indican la razón o la causa de algo. Si los conectores comenzaran la frase, la oración principal y la subordinada irían separadas por una coma.

*Because / As / Since / Seeing that it's late, we should all go home.
We should all go home because / as / since / seeing that it's late.*

- B. Los conectores que ponemos a continuación significan “porque” (razón por la que): **because of**, **on account of**, **owing to** y **due to**. Van seguidos de una expresión sustantiva. Si son ellos los que comienzan la frase, ambas oraciones irán separadas por coma.

*Because of / On account of / Owing to / Due to the weather, we stayed at home.
We stayed at home because of / on account of / owing to / Due to the weather.*

- C. Los conectores **in order to**, **so as to** y **to** expresan propósito. Van seguidos de la raíz del verbo. Por el contrario **In order that** y **so that** van seguidos de una oración con verbo modal.

*She uses her video in order to / so as to / to record her favourite shows.
She uses her video in order that/so that she can have a recording of her favourite shows.*

Nota:

1. En inglés oral se suele omitir **that** cuando se hubiera tenido que usar **so that**.

She studied all week so she could pass the test.

2. Si queremos poner en negativa el propósito, podemos usar **so as not to** e **in order not to**, pero no se puede usar **not to**.

Estaría muy mal decir: *She is studying not to fail.*

Habría que decir: *She is studying so as not to fail /
She is studying in order not to fail.*

3. GIVING EXAMPLES AND ADDING INFORMATION EXPRESIONES PARA DAR EJEMPLOS Y AÑADIR INFORMACIÓN

- A. Las expresiones **for example**, **for instance** y **such as** pueden emplearse indistintamente.

*Vegetables are a good source of vitamins; for example / for instance, pepper has vitamin C.
Singers such as Michael Jackson and Madonna are popular throughout the world.*

- B. Para añadir más información usaremos **moreover**, **furthermore**, **besides** e **in addition**. Todas ellas van seguidas de coma y significan “también”.

Nota:

Besides tiene un sentido algo diferente. Casi siempre introduce un argumento más fuerte que el anterior o destaca el punto que creemos de mayor importancia (puede ir seguido de oración o de sustantivo).

*I'm too fat to wear a pair of jeans. Besides, I haven't got the money to buy them.
Who are you bringing to the party besides your boyfriend?*

- C. **In addition to** y **as well as** se usan para añadir información, pero van seguidos de una expresión sustantiva.

*In addition to classical music, she likes jazz.
The city has several main roads as well as a ring road around it.*

Es importante que analices la diferencia entre:

Besides, + oración = **In addition**, + oración.
besides + expresión sustantiva = **In addition to** + oración sustantiva
as well as suele ir al final de la frase.

Nota:

No debes confundir **besides** con **beside** que significa “al lado de”.
Who's that beside Janet?

- D. **Apart from** y **except (for)** se emplean para indicar que algo es una excepción a la idea general expresada en la frase.

*Apart from English, she speaks three other foreign languages.
He eats nothing except (for) bread and fish.*

4. SHOWING SEQUENCE AND RESULT MODOS DE MOSTRAR LA SUCESIÓN DE HECHOS Y EL RESULTADO

- A. Usamos una serie de expresiones que indican sucesión de hechos para poner en orden lo que estamos diciendo:

*First of all / To begin with / First / Firstly, we should talk to the manager.
(Lo primero de todo, en primer lugar, deberíamos hablar con el gerente.)
Second / Secondly / Then, we must make a detailed plan.
(En segundo lugar, después, debemos hacer un plan detallado.)
The next stage is to view ... (El siguiente paso es ver ...)
Finally / In short / To sum up / In conclusion / Lastly / Last but not least, we need to
have good ideas before we present our plan
to the whole company. (Finalmente; en resumen, en conclusión, por último, por último
pero no de menor importancia, necesitamos tener buenas ideas ...)*

Nota: Todos ellos deben llevar una coma detrás al ir seguidos de una oración completa,

- B. **Therefore**, **as a result**, **consequently** y **for this reason** señalan la conexión entre la acción y su resultado. Van seguidos por una oración completa. **Thus** tiene el mismo sentido pero es menos formal.
Tina keeps her car in good condition. Therefore / As a result / Consequently / For this reason, it always passes its annual road test.

- C. **As a result of** tiene el mismo sentido que los conectores que acabamos de estudiar, pero va seguido de una expresión sustantiva, no de una oración.
As a result of his brave action, he was awarded a military medal.

APÉNDICE 2

EXPRESIONES MÁS CORRIENTES EN LA REDACCIÓN

Aquí hay una serie de expresiones que pueden ser útiles a la hora de escribir una redacción. Son un buen recurso para redactar y expresar tus ideas. De todas formas, no olvides los puntos que hemos marcado anteriormente.

according to	según	as I have already said	como/según he dicho
after all	al fin y al cabo	as I pointed out in	según quedó indicado en
all day long	todo el día	as/so far as I know	que yo sepa
all of a sudden	de repente	as though	como si
as a matter of fact	en realidad	by all means	como sea, por supuesto
as far as I am concerned	en lo que a mí respecta	by no means	de ninguna manera
as I explained in	según quedó explicado en	by that time	para entonces
by way of	a modo de, como	it is obvious that	es evidente que
consequently	por consiguiente	it is said that	se dice que
considering that	considerando que	it is strange that	es raro que
current events	sucesos de la actualidad	it is time that	ya es hora de que
even though	aunque	it is true that	es verdad que
forever	para siempre	it just so happens that	da la casualidad que
for fear of	por miedo a que	it seems to me that	se me figura que
for good	para siempre	it turns out that	resulta que
for life	para siempre	now that	ahora que
for some time now	de un tiempo a esta parte	on the contrary	por el contrario
for these reasons I think	por estas razones creo	on the other hand	por otra parte
I am in favour of	soy partidario de	otherwise	o de lo contrario
I am referring to	me refiero a	provided that	con tal de que
I have said previously	he dicho anteriormente	such as	tal/tales como
if I remember correctly	si mal no recuerdo	that is to say	es decir
in addition	además	the latest news	noticias de última hora
in case	por si	the main feature	lo más sobresaliente
in general	por lo general	the usual thing is that	es corriente que
in my opinion	a mi parecer	the way I see it	a mi modo de ver
in order to	con objeto de que	there is no objection to	no hay inconveniente en
in the last/final analysis	en último término	therefore	por esto, por lo tanto
in this respect	a este respecto	to go into details	explicar detalladamente
is it that...?	¿es que...?	to know by heart	saber de memoria
it can be seen that	se ve que	to play a role	desempeñar un papel
it is believed that	se cree que	to put it another way	dicho de otro modo
it is desirable that	es de desear que	to take for granted	dar por supuesto
it is evident that	es patente que	we can conclude that	podemos concluir que
it is natural that	es natural que	we have just seen that	acabamos de ver que
it is necessary that	es necesario que		

APÉNDICE 3

ACLARACIONES LÉXICAS

FALSE FRIENDS

Esta sección contiene una lista de palabras que se confunden fácilmente por su proximidad en ambas lenguas.

SUSTANTIVOS

	Traducción correcta	Traducción incorrecta "False friend"	Significado del "False friend"
agenda	orden del día	agenda	daily planner
announcement	anuncio (hablado)	anuncio	advertisement, ad (TV)
application	solicitud	aplicación	studiousness
argument	discusión	argumento (libro)	plot
asylum	manicomio	asilo	nursing home
auditorium	sala	auditorio	audience
card	tarjeta, naipes	carta	letter
career	profesión	carrera (atletismo)	race
carpet	alfombra	carpeta	folder, file
cigar	puro (cigarro)	cigarro	cigarette
collar	cuello (camisa)	collar	necklace
college (US)	universidad	colegio	school
commodity	producto, mercancía	comodidad	comfort, convenience
competence	eficacia	competencia	competition
complexion	tez, cutis	complexión	constitution, build
conductor	cobrador, director (de orquesta)	conductor	driver
conference	congreso	conferencia	lecture, long-distance call
conflagration	incendio	conflagración	war
constipation	estreñimiento	constipado	cold
deception	engaño	decepción	disappointment
demonstration	manifestación	demonstración	display, exhibition
deputy	auxiliar, sustituto	diputado	delegate, M.P.
direction	dirección, camino	dirección	address, management
disgrace	deshonra, vergüenza	desgracia	misfortune
disgust	asco, repugnancia	disgusto	trouble, shock
diversion	desvío	diversión	entertainment
education	enseñanza, estudios	educación	good manners
exhibition	exposición, muestra	exhibición	show
exit	salida	éxito	success
fabric	tela, tejido	fábrica	factory, works
fault	defecto, culpa	falta	mistake, lack
feast	banquete	fiesta	holiday, party
firm	empresa	firma	signature
idiom	modismo	idioma	language, tongue
infant	niño, párvulo	infante	royal prince
injury	herida, lesión	injuria	insult
institute	instituto, fundación	instituto	(secondary) school
intoxication	borrachera	intoxicación	poisoning
journal	revista especializada	jornal	a day's wages
journey	viaje, trayecto	jornada	a day's work

	Traducción correcta	Traducción incorrecta "False friend"	Significado del "False friend"
lecture	conferencia	lectura	reading
library	biblioteca	librería	bookshop, bookcase
luxury	lujo	lujuria	lust
miserable	triste, abatido	miserable	poor
misery	pena, tristeza	miseria	poverty
notice	aviso	noticia	piece of news
official	funcionario	oficial	(army) officer
pain	dolor	pena	grief, pity
parent	madre o padre	pariente	relative
pavement	acera	pavimento	paving, surface
petrol	gasolina	petróleo	petroleum, oil
porter	mozo (de estación)	portero	caretaker, doorkeeper
qualifications	requisitos	calificaciones	marks, grades
receipt	recibo	receta	(food) recipe, (medical) prescription
suburb	distrito de las afueras	suburbio	slum
success	éxito	suceso	event, happening
sympathy	compasión, comprensión	simpatía	friendship, charm
title	título (nobiliario o de libro)	título (académico)	degree, diploma
topic	tema	tópico	myth, cliché

ADJETIVOS

	Traducción correcta	Traducción incorrecta "False friend"	Significado del "False friend"
actual	real, verdadero	actual	present, current
affluent	acudalado, rico	afluente (río)	tributary
anxious	intranquilo	ansioso	ambitious, greedy
brave	valiente	bravo (toro)	fierce, ferocious
casual	informal (ropa)	casual	accidental, fortuitous
comprehensive	global, completo	comprensivo	understanding
confident	seguro de sí mismo	confidente (sustantivo)	informer
consistent	lógico, consecuente	consistente	firm, solid
constipated	estreñido	constipado	(to have) a cold
convenient	práctico, oportuno	conveniente	advisable
determined	decidido, resuelto	determinado	given, certain
disgusting	asqueroso	disgustado	upset, troubled
distinct	claro, nítido	distinto	different
embarrassed	violento, incómodo	embarazada	pregnant, expecting
eventual	definitivo	eventual	provisional, temporary
extravagant	derrochador	extravagante	eccentric, weird
familiar	conocido	familiar	colloquial, relative
formal	ceremonioso, de etiqueta	formal	reliable, serious
global	mundial	global	total, complete
large	grande	largo	long
miserable	triste, desgraciado	miserable	wretched, mean
ordinary	corriente	ordinario	vulgar, common
particular	concreto, determinado	particular	peculiar, private
pathetic	lastimoso, de pena	patético	tragic
quiet	callado, tranquilo	quieto	still
rare	poco frecuente	raro	strange, odd, weird

	Traducción correcta	Traducción incorrecta "False friend"	Significado del "False friend"
rich (food)	pesado, empalagoso	rico (comida)	delicious
rude	grosero, maleducado	rudo	rough, coarse
sane	cuerdo	sano	healthy
sensible	sensato, práctico	sensible	sensitive
serious	grave (enfermedad)	serio	reliable, fair
simple	sencillo	simple	ordinary
ultimate	definitivo	último	last, latest
vague	impreciso, despiado	vago	lazy, vague (things)
vicious	sádico, con mala idea	vicioso	degenerate

ADVERBIOS

	Traducción correcta	Traducción incorrecta "False friend"	Significado del "False friend"
actually	en realidad, de hecho	actualmente	at present
alternatively	por otra parte	alternativamente	alternately
casually	informalmente	casualmente	by chance
effectively	eficazmente	efectivamente	in fact, exactly
eventually	por fin, a la larga	eventualmente	occasionally, temporarily
really	de verdad	realmente	in fact
ultimately	al final	últimamente	recently, lately

VERBOS

	Traducción correcta	Traducción incorrecta "False friend"	Significado del "False friend"
abuse	insultar	abusar	go too far, take advantage of
appoint	nombrar	apuntar	note down, aim (gun)
assist	ayudar	asistir	attend, be present
attend	asistir	atender	pay attention
celebrate	festejar	celebrar	be delighted, hold (meeting)
injure	herir, lesionar	injurar	insult
move	trasladarse (domicilio)	mover	move, shake
presume	suponer	presumir	show off
pretend	fingir, simular	pretender	try, attempt
prevent	evitar	prevenir	warn
prove	comprobar, demostrar	probar	try on (clothes), test
realise	darse cuenta	realizar	carry out, perform
record	registrar, grabar	recordar	remember, remind
register	matricularse	registrar	search, examine
remove	quitar, eliminar	remover	stir, turn over
require	necesitar	requerir	send for
rest	descansar	restar	subtract
resume	reanudar	resumir	sum up, summarise
retire	jubilarse	retirar	remove, withdraw
reveal	revelar (en general)	revelar	develop (photos)
traduce	calumniar	traducir	translate
translate	traducir	trasladar	move

VERBOS CONFLICTIVOS

	Contexto	Verbos ingleses	Ejemplos
alquilar	propietario de casas, locales, etc.	to let	The owner let the flat for a year.
	inquilinos de casas, locales, etc.	to rent	The student rented the flat for a year.
	propietario de objetos	to hire out	This shop hires out T.V. sets.
	arrendatarios de objetos	to hire	I'm going to hire a T.V. set.
aprovechar	sacar provecho	to make the most of	Try to make the most of your time.
	abusar	to take advantage of	He took advantage of his post to commit all kinds of injustices.
asegurar	afirmar	to assure	He assured us that he would come.
	hacer un seguro	to insure	We have insured our house against fire.
	asegurarse de que	to make sure	Make sure you are going in the right direction.
asistir	ir como espectador	to attend	The students attended the lecture.
	ayudar	to assist	I assisted him in getting into the car.
contar con	confiar en alguien	to rely on	I'm relying on you. Don't let me down.
	contar con algo	to count on	He didn't count on the lack of time.
dejar	abandonar	to leave	He left his family a year ago.
encontrar	permitir	to let	Let me go!
	encontrar cosas	to find	I found my old diary in the attic.
	encontrarse con alguien	to meet	She met them at the station.
	encontrarse con hechos	to encounter	He has encountered many problems in his career.
esperar	aguardar	to wait for	They were waiting for the bus but it didn't come.
	considerar probable	to expect	I expect them to come.
faltar	desear	to hope	I hope so!
	no estar en un lugar	to be missing	There were very few people. Most of the members were missing.
ganar	carecer de	to lack/to be short of	She lacks enthusiasm.
	ganar algo por esfuerzo (sueldo, título universitario, etc.)	to earn	How much do you earn a year?
	salir ganando (en sentido económico o abstracto)	to gain	It took him a while to gain confidence.

	Contexto	Verbos ingleses	Ejemplos
	ganar un premio, etc.	to win	After many years of betting, he won the lottery.
	ganar al contrincante (cuando hay objeto)	to beat	The other player beat me by two points.
	ganar al contrincante (sin objeto)	to win	The other players won by two points.
llegar	llegar a un lugar (diferente preposición según tamaño e importancia)	to arrive in/at to reach	The tourists will arrive at Barajas airport in Madrid next Sunday.
	lograr	to succeed in	They succeeded in stopping the building of the new road.
			The idea seems fine.
parecer	opinar de acuerdo con un juicio general	to seem	
	opinar de acuerdo con la apariencia externa	to look	You look so beautiful!
	opinar de acuerdo con una apreciación auditiva	to sound	It sounds like a great experience!
	parecer algo o parecerse a alguien	to seem/look/sound like + sustantivo	She looks like an actress.
	parecer que...	to seem	It seems they don't agree.
	parecer como si...	to look/sound as if...	You look as if you had cried.
quedar	quedar como resto	to be/ have left	There was nothing left. They have nothing left.
recordar	permanecer	to stay/to remain	She stayed at home.
	no olvidar	to remember	I remember the house where I spent my childhood.
	recordar algo a alguien	to remind	Remind me to bring the map.
	pensar en otra persona o cosa al ver a alguien o algo	to remind of	This film reminds me of Casablanca.
resultar	resultar ser	to turn out to be	They turned out to be Spanish, too.
	resultar que...	to turn out that...	It turned out that she had been there before.
	resultarle algo a alguien	to find + objeto + adjetivo	He finds his job very interesting.
tardar	utilizar tiempo	to take	It takes me 5 minutes to go to school.
	durar	to last	The concert lasts two hours.
tratar	aplicar clínicamente	to treat	They are treating him with antibiotics.
	relacionarse con	to treat	He treats his employees very badly.
	tratar un asunto	to deal with	This is a difficult matter to deal with.
	tener relaciones comerciales con	to deal with	That firm has never dealt with ours.

PREPOSICIONES COMPUESTAS

a causa de	because of	delante de	in front of
además de	in addition to	dentro de	in, inside, within
al lado de	next to	después de	after
a lo largo de	along, throughout	detrás de	behind
alrededor de	(a)round	encima de	on top of, above
antes de	before	enfrente de	opposite
aparte de	besides, apart from	en medio de	in the middle of,
a pesar de	despite, in spite of		among
a través de	across, through	en vez de	instead of
cerca de	near	junto a	by, next to
de acuerdo con	according to	por encima de	over
debido a	due to		

VERBOS CON PREPOSICIÓN EN CASTELLANO Y SIN ELLA EN INGLÉS

acercarse <u>a</u>	to approach	encontrarse <u>con</u>	to meet
acordarse <u>de</u>	to remember	entrar <u>en</u>	to enter
asemejarse <u>a</u>	to resemble	estar en contacto <u>con</u>	to contact
asistir <u>a</u> (una conferencia)	to attend	hacer hincapié <u>en</u>	to stress
burlarse <u>de</u>	to mock	influir <u>sobre</u>	to influence
carecer <u>de</u>	to lack	llegar <u>a</u>	to reach
casarse <u>con</u>	to marry	salir <u>de</u>	to leave
confiar <u>en</u> , fiarse <u>de</u>	to trust	sobrevivir <u>a</u>	to survive
disfrutar <u>de</u>	to enjoy		

VERBOS SIN PREPOSICIÓN EN CASTELLANO Y CON ELLA EN INGLÉS

averiarse	to break <u>down</u>	mirar	to look <u>at</u>
buscar	to look <u>for</u>	pagar	to pay <u>for</u>
comentar	to comment <u>on</u>	pedir	to ask <u>for</u>
cuidar	to look <u>after</u>	recordarle a alguien	to remind somebody
despegar (avión)	to take <u>off</u>	algo	<u>of</u> something
escuchar	to listen <u>to</u>	seguir, continuar	to go <u>on</u>
esperar	to wait <u>for</u>	solicitar	to apply <u>for</u>
explicar	to account <u>for</u>		

VERBOS CON PREPOSICIONES DIFERENTES EN CASTELLANO E INGLÉS

alimentarse <u>de</u>	to feed <u>on</u>	parecerse <u>a</u>	to take <u>after</u> ,
contar <u>con</u>	to count/rely <u>on</u>		to look <u>like</u>
declarar la guerra <u>a</u>	to declare war <u>on</u>	pedir prestado <u>a</u>	to borrow <u>from</u>
depender <u>de</u>	to depend <u>on</u>	pensar <u>en</u>	to think <u>about/of</u>
disparar <u>contra</u>	to shoot <u>at</u>	proveer algo <u>a</u> alguien	to provide someone
esconder algo <u>a</u> alguien	to hide something		<u>with</u> something
	<u>from</u> someone	reírse <u>de</u>	to laugh <u>at</u>
felicitar a alguien <u>por</u>	to congratulate	saber <u>a</u>	to taste <u>of/like</u>
algo	somebody <u>on</u>	soñar <u>con</u>	to dream <u>of/about</u>
	something	suministrar algo <u>a</u>	to supply someone
hablar <u>con</u>	to talk/speak <u>to</u>	alguien	<u>with</u> something
imponer <u>a</u>	to impose <u>on</u>	traducir <u>a</u>	to translate <u>into</u>
llegar <u>a</u> (hacer algo)	to succeed <u>in</u>	tratarse <u>de</u> algo	to deal <u>with</u>
llenar <u>de</u>	to fill <u>with</u>	vestirse <u>con</u>	to dress <u>in</u>
maravillarse <u>de</u>	to wonder <u>at</u>	vivir <u>de</u> alguien	to live <u>on</u> someone
oler <u>a</u>	to smell <u>of/like</u>		

APÉNDICE 4

ERRORES MÁS COMUNES 1

ADJETIVOS

Los adjetivos en inglés no llevan la s del plural, y cuando acompañan a un sustantivo siempre van delante de éste.



a fast car / some fast cars



a car fast / some fasts cars

AS, LIKE, HOW

La diferencia entre **as**, **like** y **how** es:

- **As** es una conjunción: va seguida de una oración con sujeto y verbo: *She did as I told her*. Puede funcionar como preposición cuando hablamos de trabajos, roles o funciones: **Don't use the plate as an ashtray**.
- **Like** es una preposición: va seguida de sustantivos, pronombres o un gerundio (-ing): *She did it like her father*.
- **How** tiene valor interrogativo: **I wonder how to do it**.



She used her book as a shield



She used her book like a shield

-ING o INFINITIVO

Como sujetos los dos son posibles a veces pero el **infinitivo** es mucho más formal. Por eso es más frecuente el **gerundio**. En el ejemplo, el infinitivo como sujeto no es posible.



Jogging is good for you



Jog is good for you

LÉXICO

Hay ciertas palabras que son empleadas inadecuadamente por muchas/os alumnas/os.



He **did**/carried out his job properly



He **realized** her job properly.

MUCH, MANY, ALOT OF

- **Much** se usa con sustantivos incontables.
 - **Many** se usa con sustantivos contables.
- Ambos son más comunes en oraciones negativas e interrogativas. Suelen ser frecuentes en oraciones afirmativas cuando van después de **too**, **so**, **as**, **very**.
- A lot of se usa con sustantivos tanto contables como incontables. Es más frecuente en oraciones afirmativas (mejor que **much** o **many**). Hay alumnos que usan **very**, para significar "muy", en vez de **many** o a lot of.



I've got a lot of friends



I've got very friends.

ORDEN DE PALABRAS

Es muy importante el orden de las palabras en la oración inglesa y normalmente no se puede alterar. Por ejemplo, en una oración enunciativa afirmativa, el orden debe ser el siguiente:

Sujeto + adverbio de frecuencia + verbo + objeto de persona + objeto de cosa + complemento de modo + complemento de lugar + complemento de tiempo (moluti)



He speaks English very well.
She goes to school from Monday to Friday.



He speaks very well English.
She goes from Monday to Friday to school.

ERRORES MÁS COMUNES 2

OTHERS, OTHER, ANOTHER

- **Others** es un pronombre que se usa para sustituir a un sustantivo plural mencionado anterior mente.
- **Other**, usado como adjetivo, no tiene plural.



YES

Some people like football and **others** hate it.
She gave me the **other** magazine.



NO

Some people like football and **others people** hate it.
She gave me the **others** magazines

- Puede ser un adverbio en expresiones como:
somehow or other (de alguna manera)
Somehow or other we will arrive on time.
somewhere / sometime or other (en algún sitio / momento)
She must be here **somewhere or other.**
- **Another** puede ser adjetivo o pronombre. Su significado es "otro más" u "otro diferente":
He said one thing but did **another.** (pronombre)
Can I have **another** piece of cake? (adjetivo)
Se usa con expresiones en plural que empiezan por un número:
Another four people arrived on time.



YES

I'd like to buy **another** shirt.
He had to wait for **another** ten minutes



NO

I'd like to buy **other** shirt.
He had to wait for **other** ten minutes.

PARTICIPIOS PASADO Y PRESENTE

El participio pasado expresa lo que siente una persona, mientras que el participio de presente expresa la sensación que crea una persona o una cosa.



YES

I feel **bored**
The film was **boring**



NO

I feel **boring**
The film was **bored**

PREGUNTAS DIRECTAS

En las interrogaciones con **do**, el tiempo lo marca el auxiliar **do/did**, por lo que el verbo principal debe ir siempre en infinitivo sin **to**.



YES

Did you **go** to Rome in 2006?



NO

Did you **went** to Rome in 2006?

PREGUNTAS INDIRECTAS

Hay dos problemas en cuanto a las preguntas indirectas:

- No se emplea el verbo auxiliar **do/did**.
- El orden de las palabras en preguntas indirectas es: **sujeto+verbo**



YES

He asked me where I **worked**
I can understand what **she's** talking about.
I wonder how much **the ticket will cost.**
I was wondering if **you could** help me



NO

He asked me where **did I work**
I can't understand what **is she** talking about.
I wonder how much **will the ticket cost.**
I was wondering if **could you** help me

PRETERITO PERFECTO

Un error muy común es la traducción directa del presente de indicativo castellano por el presente simple inglés. Es necesario traducirlo por el presente perfecto inglés si la acción tiene una duración desde el pasado hasta el presente.



YES

I **haven't seen** him for years



NO

I **don't see** him for years

APÉNDICE 5

Punctuation (Signos de puntuación)

• <u>Period</u>	? <u>Question Mark</u>	! <u>Exclamation Mark</u>	, <u>Comma</u>	' <u>Apostrophe</u>
" <u>Quotati on Marks</u>	: <u>Colon</u>	; <u>Semicolon</u>	- <u>Dash</u>	- <u>Hyphen</u>

Period [.]

1. Use a period to show the end of a sentence.
Hockey is a popular sport in Canada.
The federal government is based in Ottawa.
2. Use a period after certain abbreviations.
B.C. is the province located on the West Coast.
Dr. Bethune was a Canadian who worked in China.
The company is located at 888 Bay St. in Toronto.
It is 4:00 p.m. in Halifax right now.

Question Mark [?]

Use a question mark at the end of a sentence to show a direct question.
How many provinces are there in Canada?
Note: do not use a question mark for indirect questions.
The teacher asked the class a question. Do not ask me why.

Exclamation Mark [!]

Use an exclamation mark at the end of a sentence to show surprise or excitement.
We won the Stanley Cup! / The forest is on fire!

Comma [,]

1. Use a comma to show a pause in a sentence.
Therefore, we should write a letter to the prime minister.
2. Use a comma with quotation marks to show what someone has said directly.
"I can come today," she said, "but not tomorrow."
3. Use commas for listing three or more different things.
Ontario, Quebec, and B.C. are the three biggest provinces.
4. Use commas around relative clauses that add extra information to a sentence.
Emily Carr, who was born in 1871, was a great painter.

Apostrophe [']

1. Use an apostrophe to show ownership of something.
This is David's computer.
These are the player's things.
(things that belong to the player)
Note: For nouns in plural form, put the apostrophe at the end of the noun.
These are the players' things.
(things that belong to the players)
2. Use an apostrophe to show letters that have been left out of a word.
I don't know how to fix it.

Quotation Marks ["]

Use quotation marks to show what someone has said directly.
The prime minister said, "We will win the election."
"I can come today," she said, "but not tomorrow."

Colon [:]

1. Use a colon to introduce a list of things.
There are three positions in hockey: goalie, defence, and forward.
2. Use a colon to introduce a long quotation.
The prime minister said: "We will fight. We will not give up. We will win the next election."

Semicolon [;]

1. Use a semicolon to join related sentences together.
The festival is very popular; people from all over the world visit each year.
2. Use a semicolon in lists that already have commas.
The three biggest cities in Canada are Toronto, Ontario; Montreal, Quebec; and Vancouver, B.C.

Dash [-]

1. Use a dash before a phrase that summarizes the idea of a sentence.
Mild, wet, and cloudy - these are the characteristics of weather in Vancouver.
2. Use a dash before and after a phrase or list that adds extra information in the middle of a sentence.
The children - Pierre, Laura, and Ashley - went to the store.
Most Canadians - but not all - voted in the last election.
3. Use a dash to show that someone has been interrupted when speaking.
The woman said, "I want to ask - " when the earthquake began to shake the room.

Hyphen [-]

1. Use a hyphen to join two words that form one idea together.
sweet-smelling / fire-resistant
2. Use a hyphen to join prefixes to words.
anti-Canadian / non-contact
3. Use a hyphen when writing compound numbers.
Forty-seven

BIBLIOGRAFIA

❖ English Grammar for Bachillerato

Jean Rowan / M^a Teresa Garzón Calles - Ed. Burlington

❖ Practical English Usage

Michael Swan – Ed. Oxford

❖ Intermediate English Practice

Michael Vince – Ed. Heinemann

❖ Ingles 2 bachillerato logse

Coleccion acceso - Ed. Richmond

❖ Guide to grammar and writing

<http://grammar.ccc.commnet.edu/grammar/index.htm>

Professor Charles Darling and Capital Community College
Hartford, Connecticut

❖ *Sentence Connectors - rules and exercise s-* worksheet by Pirchy

Connectors and linking words - worksheet by Vera Viana

"CONNECTORS" - Grammar Guide for Upper Intermediate and
Advanced - worksheet by Filomena Semiao

<http://www.eslprintables.com>

ÍNDICE

1) Consejos de carácter general.....	pág. 1
2) Consejos para escribir bien en inglés.	pág. 1-2-3
3) Linking words (Esquema).....	pág. 4
4) Conectores para expresar una opinión personal.....	pág. 5
5) Conectores para expresar resultado, razón, causa o propósito.....	pág. 5-6
6) Conectores para expresar una opinión distinta (contrasting ideas).....	pág. 6-7
7) Conectores para añadir información y dar ejemplos.....	pág. 7-8
8) Expresiones que indican tiempo.....	pág. 8
9) APÉNDICES:	
A1- Connectors: some grammar notes	pág. 9-11
A2- Expresiones más corrientes en la redacción.....	pág. 12
A3- Aclaraciones léxicas:	
❖ False friends.....	pág. 13-14-15
❖ Verbos conflictivos.....	pág. 16-17
❖ Preposiciones compuestas.....	pág. 18
❖ Verbos con preposición en castellano y sin ella en inglés.....	pág. 18
❖ Verbos sin preposición en castellano y con ella en inglés.....	pág. 18
❖ Verbos con preposiciones diferentes en castellano e inglés....	pág. 18
A4- Errores más comunes.....	pág. 19-20
A5- Signos de puntuación.....	pág. 21
A6- Writing activities.....	pág. 22- 25
10) BIBLIOGRAFIA.....	pág. 26

WRITING ACTIVITIES 1

ADVANTAGES AND DISADVANTAGES

In your writing, you may be asked to write a composition on the advantages and disadvantages of subjects such as television, living in the country, and working abroad, use of mobiles... You must organize exactly what you are going to say before you write. Some of the language given below will help you.

- A. Below there is a composition on the advantages and disadvantages of living in the country. Fill! each of the numbered blanks with one of the following words or phrases. Try not to use the same expression twice.

First of all / Firstly / In addition / Moreover / Furthermore / So / as a result /
Therefore / However / On the other hand / In contrast / In conclusion /
To sum up / On the whole



Living in the country is often the secret dream of certain city-dwellers. _____ (1), in reality it has both its advantages and disadvantages.

There are many advantages to living in the country. _____ (2), one is much closer to nature and can enjoy more peace and quiet. _____ (3), life in the country is much slower and people tend to be more open and friendly. A further advantage is that there is much less traffic, and as a result it is much safer place to bring up young children.

_____ (4), there are certain drawbacks to life outside the city. _____ (5), because there are fewer people, one has a smaller number of friends. _____ (6), entertainment, particularly in the evening, is difficult to find. Furthermore, the fact that there are fewer shops and services often means that there are fewer employment opportunities. _____ (7), one may have to travel long distances to work elsewhere, and this can be extremely expensive.

_____ (8), it can be seen that the country is more suitable for some than others. _____ (9), it is often the best place for those who are retired or who have young children. _____ (10), young, single people who are following a career and who want some excitement are better provided for by life in the city.

- B. Give each of the four paragraphs one of the following headings: Disadvantages, Advantages, Conclusion, Introduction.

- C. Make a list of all the advantages and all of the disadvantages mentioned in the composition.

- D. The following notes for a composition on the advantages and disadvantages of television are mixed up. Put the notes into two lists - one for advantages, one for disadvantages.

- | | | | |
|--|--|------------------------------------|--------|
| -good company | -bad for the eyes | -can be educational | -cheap |
| -discourages people from taking exercise | -stops people from talking to each other | -good for children | |
| -makes reading seem less attractive | -good for old people living alone | -can create problems in the family | |
| -stops people going to theatre, cinema, etc. | -bad for the sports industry | | |

Can you add any more advantages or disadvantages to these lists?

- E. **Write a composition** (120—180 words) on one of the titles below:

- What are the advantages and disadvantages of television? (Use the lists in D above to help you.)
 - What are the advantages and disadvantages of living abroad?
- **MORE TOPICS:** Text messaging / using mobile phones / playing computer action games / competitive sports / playing online games / arranged marriages /

WRITING ACTIVITIES 2

EXPRESSING AN OPINION

In your writing, you may be asked to write a composition giving your opinion on a subject. This type of question is similar to the advantages and disadvantages question (see **WRITING ACTIVITIES 1**), except that in this case you can talk about the subject from *one* point of view only. Here is an example.

'The death penalty cannot be defended' Do you agree?

- Some countries still have the death penalty. _____ (1) it no longer exists in Spain. _____ (2), after a particularly violent murder, Spanish people sometimes call for it to be brought back. _____ (3) my opinion, the death penalty cannot be defended for a number of reasons.
- _____ (4) and most important reason is that one can never be entirely certain that the accused person is guilty. In the _____ (5), people have been sentenced to death and later it is discovered that they were completely innocent.
- It is often _____ (6) that the death penalty prevents crime and that the risk of death acts as a deterrent. _____ (7), many serious crimes are caused by a sudden and very powerful emotion. In these cases, the individual is not thinking sensibly and does not stop to consider the risks.
- One final _____ (8) against the death penalty is that it sets a bad example. The laws of society should reflect its values. If it is wrong for one individual to murder another, _____ (9) it is also wrong for the state to execute an individual.
- _____ (10), I believe the death penalty cannot be defended. There are other ways of punishing criminals and these ways should always be tried.



A. Complete the composition by choosing the best answer.

- A and B despite C although D moreover
- A In addition B Also C Nevertheless D In contrast
- A In B For C About D With
- A Firstly B The first C The one D Initially
- A future B present C beginning D past
- A told B heard C spoken D suggested
- A Therefore B However C Moreover D Despite
- A reason B view C argument D opinion
- A then B as C and D too
- A In contrast B To sum up C At last D Fourthly

B. Match paragraphs 1—5 with the following headings.

- Society should set an example
- The death penalty does not prevent all crime
- Introduction (p. 1)
- Innocent people should never be killed
- Conclusion

Read the following notes and write a composition (120—180 words) on one of the subjects below.

- Plan before you write. Think of three or four points to support your view. Make each of these points a paragraph, and give more details and examples where possible.
- Don't get emotional. Comments like 'People who think this are stupid. . . ' won't get your marks!
- Be reasonable — examiners are not amused by ridiculous opinions.
- Although the question wants your opinion, use 'I' as little as possible. Note that the phrases: In my opinion and I believe appear only in the introduction and conclusion of the example. Use these expressions rather than 'I think'.
- You may want to take an argument against your opinion and say why that argument is wrong. An example of this is in paragraph 3 above: It is often suggested that...
1 'Wars are always wrong.' Do you agree?
2 'Exams are not useful.' What is your opinion?
3 Perhaps you believe that the death penalty can be defended? Explain why.

WRITING ACTIVITIES 3

FOR AND AGAINST

The **for and against composition** is one method of answering a question that asks for your opinion on a subject or asks whether you agree with a particular statement. Like the **advantages and disadvantages** question (see **WRITING ACTIVITIES 1**) you can make a list of the important points on *both* sides of the question, and then make your decision at the end. Here is an example.

'The fur trade should be allowed to continue' Do you agree?

A Read the following text and make two lists (in your notebook) -one list of all the points for the fur trade, one list of all the points against it.

FOR	AGAINST
Animals do not suffer unnecessarily	Animals do suffer unnecessarily

The fur trade is an issue which arouses strong feelings. On the one hand, fur farmers and sellers are fighting to be allowed to continue producing fur goods, and, on the other hand, people concerned about animal rights are trying to get the trade stopped.

The fur traders say that they do not cause unnecessary suffering to animals and that there is no difference between killing an animal for its fur and killing it for its meat. Moreover, they point out that if the trade were made illegal, hunters without licences would cause greater suffering to animals. In addition, they claim that banning the trade would mean more unemployment and, most importantly, people would lose the freedom of choice.

Opponents of the fur trade take a very different view. They believe that animals do suffer unnecessarily and to prove it they have made many horrifying films. They consider that the killing of animals for their coats is a luxury, while the killing of animals for meat is a necessity. These people feel that an animal has more right to live than a human has to wear its coat. Finally, they point out that the manufacture of artificial fur could create jobs and satisfy the demands of fashion.

In conclusion, the best way to end the fur trade is to change public opinion. There are signs that the opponents of the trade are beginning to have some success. If they can maintain their progress, the trade may be stopped without having to make it illegal.

B Make lists of the points for and against the statement 'Old people should be looked after by members of their family.'

1. Think about the emotional side of the question and look at it from all points of view. (How might the old person feel about going into a special home or institution and what effect may it have? How might the family feel about the work involved in looking after an old person and what effect might that have?)
2. Think about the practical side of the question (the family's house may be very small, special homes for the elderly can be expensive).
3. Think about the moral side of the question. (Does one have a duty to look after one's parents since they have spent so long looking after you?)
4. What solutions are there? (Should there be more government help or community help?)

C Discuss your lists with a partner.

D Read the following notes and write a composition (120—180 words) on one of the subjects below.

- (Paragraph 1 — Introduction) Say how serious an issue this is and who it concerns.
- (Paragraph 2 — arguments *for*) Write out your list of points which support the statement in the question.
- (Paragraph 3 — arguments *against*) Keeping if possible to the same order as Paragraph 2, list and contrast the points which oppose the statement.
- (Paragraph 4 — Conclusion) Say which of the two arguments you accept and why. If appropriate, suggest any possible solutions.

1 The subject you have prepared in B above.

2 'Marihuana should be legalised.' Do you agree?

3 'Medical treatment should be free for everyone.' Do you agree?

WRITING ACTIVITIES 4

WRITTEN DISCUSSION

In earlier units we have looked at three types of argumentative composition. Below there is an example of a written discussion. This is another way of answering an argumentative question.

A Give headings for each paragraph of the following composition.

'Tourists are good for a country.' Discuss.

- | | |
|---|--|
| 1 | This question can be looked at from several points of view. Firstly, tourism should be considered in relation to a country economy. Secondly, it can be seen in terms of its effect on the countryside and environment. Thirdly, the influence of the tourist industry on culture must be taken into account. |
| 2 | The economy of a country often benefits as a result of tourism; foreign visitors come and spend their money, and this creates jobs for those who run hotels and restaurants. However, there are certain drawbacks. Whereas the people directly involved in the industry may benefit, others may find that they are worse off. This is because the cost of living goes up and goods become more expensive since tourists are prepared to pay more for them. |
| 3 | As far as the effect on the environment is concerned, tourism is often a bad thing. While it is true to say that development results in better roads being built and improvements for poorer areas, it is sometimes also very harmful. In some countries, huge hotels and skyscrapers have ruined areas of unspoiled beauty. |
| 4 | The cultural influence of tourism is difficult to measure. In some countries foreign influence can destroy the local way of life. On the other hand, countries which do not encourage tourism may miss the benefits that foreign technology and investment can bring. |
| 5 | In conclusion, it can be seen that tourism has both advantages and disadvantages; it is controlled properly, it can be good for a country, but there will always be a danger that it may do a great deal of harm. |

B Notice that in this sort of composition the paragraphs are organized by topic and the topics are then discussed from different points of view. Make a list of three or four topics you would consider if you were asked to discuss the following questions.

'Do you think people have benefited from the development of Internet?'

C Read the notes below and write a composition (120—180 words) either on the subject in B above or on the following.

'Drinking in the street 'botellón' should be forbidden.' Discuss.

- **(Introduction)** Mention the topics which you think are important and which you want to discuss.

Here is some useful language:

This (question) can be looked at from several points of view.

This (problem) should be considered in relation to.....

It can be examined in terms of...

.....must be taken into account.....

- **(Paragraphs 1, 2, 3, etc.)** Allow one paragraph for each topic you want to discuss.

In each paragraph include the different points of view. Useful language:

While it is true to say that...

On the other hand,...

It is not always the case that...

On the contrary,...

- **(Conclusion)** If you have an answer to the problem or question, give it here.

To sum up,.... On balance,

If you have not got a strong point of view, briefly summarize both sides of the question.

.....has both advantages and disadvantagescan be a mixed blessing because....